



draft

Administration Committee- Meeting Minutes July 21, 2016

CALL TO ORDER: 4:32 by Trustee Liddle

ROLL CALL:

<u>Committee</u> Trustee Liddle (Chair) Trustee Guzzo Mayor Gunter Clerk Szymiski Trustee Addington Trustee Nero (4:40p) Trustee Barry (5:10p)	<u>Staff</u> Manager May - liaison Finance Director Parker Police Chief Mulhearn Fire Chief Weiss Deputy Chief Gunther Deputy Clerk Richards Communications Director McIntyre ED Director Forssberg
<u>Guests</u>	Angela Yang - Sister City Program Committee Amy Quattrone - SP Implementation Committee re: Branding

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: May 12, 2016 minutes - a motion Trustee Addington and seconded by Trustee Guzzo. All ayes.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- A. Sister City presentation was given by Angela Yang asking that the committee support an agreement between the Village of Westmont and a county in Taiwan that has not yet been chosen. The TECO center in Westmont is a permanent location, owned by the Taiwan Cultural Center. This makes the sister city program important. Highlights of the program:
 - a. A cultural exchange/student high school exchange program with the high school and the Rotary Club
 - b. Municipal economic development program
 - i. Promote Taiwanese business to come to office park in Westmont
 - c. Municipal exchange program
 - i. Opportunity for people to travel to Taiwan
 - ii. Taiwanese to travel to Chicago and TECO will promote Westmont
 - d. Cultural opportunities
 - i. Dancers
 - ii. Fun fairs

Communications Director McIntyre presented the action items to the committee:

1. Official authorization to move forward with the program. There are two

counties that are interested in Westmont.

2. The committee will be composed of Angela, Larry McIntyre and Larry Forssberg. Angela presented that she believes that the committee should have an office in Village Hall.
3. The trip will be happening next month as TECO is sponsoring the Mayor's trip with a delegation of politicians from the U.S. There could be future delegations going back and forth in the coming years. This will be paid for by the various fundraisers, such as the booth at Taste of Westmont. We will have to find a mix of revenue sources to pay for the administration and the travel of the program.
4. Sister Cities International is through the state department. It is a \$500.00 a year organization that guides the best practices of the program. It is not required to join the program to use the term Sister Cities.
5. A 3-4 minute video needs to be done immediately. Angela said she is leaving on Monday and needs to have this before she leaves to be able to promote Westmont.
6. Bartlett has a program with a Taiwanese city so we will reach out to them for their best practices.

There is no budget for this at this time, we will need to create one. Manager May said that funds were set aside for this type of thing during the budget season. Director McIntyre said that future budgets will need to have funds set aside to pay for student exchanges and cultural exchanges. Mayor Gunter stated that the reason this has come up now is that he has been invited to be a part of the delegation going this year, so it makes sense to have Larry and Larry join him in Taiwan. Angela recommends the officials come at this time to tour the cities to be able to choose based on first hand opinions. Angela states that the Chief is very active in Lions Club so having Larry F. who is active in Rotary is a good exchange of ideas. Trustee Addington stated that next year is the 100 anniversary of Lions International so if the agreement is reached in time than the Taiwan officials can be bussed here from Chicago to visit. Trustee Liddle asked about the school year and if the Taiwan would be interested in exchanging for a full year? Angela said that a home stay for a few weeks would be ideal, in October or November before it is too cold. Angela asked if Westmont has been involved in any other sister city program? Trustee Addington responded that while it had been talked about a great deal, it had not been done. Mayor Gunter stated that this was happening because of the TECO center on 63rd, without it this would not be going forward.

Mayor Gunter asked for an affirmation to move this to the Village Board. A motion to send it to the board was made by Trustee Addington and the second was made by Trustee Nero, all ayes.

B. Strategic Plan Discussion Items began with the branding initiative by volunteer Amy Quatrone, who has been involved in the strategic plan since day one. A handout was passed out to review a timeline having the presentation ready in the spring. A survey has been sent out, and the committee is hoping for a volunteer that has marketing/branding experience as a profession. Director McIntyre stated that the tentative date for the Branding Workshop is Sept 26th, this needs to be positive with the whole community involved. Trustee Addington stated that this is a popular topic from the strategic plan and the image/branding of Westmont is very important to economic development. Manager May stated that the timeline is due to the election season, we do not want anything to become politicized. All committee members present agreed that the timeline was good and the subcommittee should move forward.

Home Rule Status appears in multiple places in the strategic plan, Manager May brought forward the topic that the option to incorporate surrounding areas that we already service can make the process a

population issue for the centennial census. Trustee Addington said there are areas that are invited in and small areas that are absorbable. Trustee Nero asked about Liberty Park and the infrastructure funds offered by the county. This is on hold at this time due to a lack of survey results from the homeowners, for the north fire district area, the HOA will be looking to the hand survey the residents that did not respond. The south fire district area has a lot of small issues that are not being addressed. The last time any area was forced was years ago with putting in water mains at 60th and Cumnor.

Mayor Gunter stated that the key point here was that we have boundary agreements with surrounding communities and these areas are within our boundaries so we are not trying to grab something that is serviced by another community - we are servicing these areas or the county is servicing. Manager May will distribute a map showing the areas that he is discussing. If we are thinking of going forward forcefully so we should be doing this in a positive way. Mayor Gunter remarked that we should look at the areas that are taking Westmont services and not paying for them. Trustee Guzzo asked how many parcels are south? Manager May remarked that it was about 20. Trustee Guzzo would like to welcome them into the community. Trustee Liddle asked how this would be done? Manager May said he was looking for direction as to what the board would like, to wait for the new board or move forward. Trustee Liddle asked why we would want to wait? Manager May said that if we started and the next board did not want to move forward we would have wasted funds. A draft invitation will be forwarded for review.

Community events & 5K races seem to be very prevalent recently and we have no criteria for this type of event and the costs to the Village are not taken into account nor the neighborhoods. Manager May asks if this something we would like to consider setting up criteria. Mayor Gunter stated that if it is not just the Village to take into account but the popular site is Oakwood and you have to take those homeowners into account as well. Trustee Addington said that the Pasquinelli area doesn't inconvenience any homeowners or the Village. Trustee Liddle said that EMA is impacted along with public works as it is on a Sunday. Trustee Barry recommended that the cost to the Village should be calculated and be a part of the criteria. We could then waive it for the non-profit, local organization. Trustee Nero agreed that criteria needs to be set up. Manager May stated that there will be a special event application sent to be reviewed by the board. Discussion of the Fresh Thyme sponsored event that Director McIntyre received a request from, and is looking to do only a few blocks of Westmont on their route. Trustee Barry stated that we should not be paying for our PW and PD to be used to promote a profit business in Downers Grove. Manager May stated we would ask them to fill out an application and then calculate the costs to see if they are interested.

REPORTS

- A. Chairperson - Nothing at this time
- B. Village Manager
 - The kids burn camp did not get on the agenda in time. We would like to approve inhouse and then do so at the next meeting in arrears.
 - The facebook rant regarding a neighbor that is known to have items from scavenging from the neighborhood is only part of the story. It is an elderly individual and it is not an issue that the Village is not dealing with, it is a social issue that the children are dealing with because as the Village cleans it up the individual will move more things in. The neighbors have tried to help, however they are at the end of their patience and looking for more assistance.
- C. Clerk's Office -
 - Food truck licensing one time permit is moving forward.

- The revisions of the food dealers/business licensing is still in the works.
- Falcon Plaza was inspected and a space is being used for paperwork and the owner does not want to apply for an office space license. The owner states he has stuff there to make it look better than an empty store. Fire Prevention Bureau has stated that he is running an office. He has been notified that he needs a license.
- Discussion of the 1 time food truck license ensued.
 1. Trustee Barry stated that contractors pay a license no matter how many jobs they have in a town. That should be true for food trucks as well, we should not be waiving fees. Deputy Clerk Richards explained that a food truck being invited in for a 1 time event such as a block party would find the \$200.00 fee not worth the business, so a lower 1 time use fee is being charged.
 2. Mayor Gunter remarked that a \$25.00 fee for one time usage seemed low.
 3. Deputy Clerk Richards stated that at the resident informational presentation at the library, it was inquired as to whether block parties could have a food truck, and the Hilton has asked about this item as well. No one has come in for a one time license. We only have 2 food trucks licensed at this time and ice cream and a pizza truck.
 4. Discussion of the cost of permits, licenses and fees ended with the thought that maybe the \$200.00 license for a food truck is too high? Charge \$50.00 for a one time event and maybe if you come to town a second time the annual fee is charged.
 5. Deputy Police Chief Jim Gunter discussed the background check that is done on this type of oversight for solicitors, food trucks, and ice cream trucks.
 6. Executive Director Forssberg stated that the food truck problem is when a truck comes in and parks next to brick and mortar restaurants. If we are thinking about this we may need to think about how close to a restaurant someone parks.
 7. Trustee Nero would like to have a survey done. Deputy Clerk Richards stated that she did not bring any of the surveys as she meant this to just be an update for a future meeting, not an action item.

- D. Communications - Nothing at this time.
- E. Human Resources - Nothing at this time.
- F. Information Technology

Trustee Barry asked to discuss the storm sewer problem at King Arthur Court. Manager May explained about the private property storm sewer line and the sinkholes. The cost to fix will probably be over \$150,000.00 and they would like assistance, however it is a private matter.

ADJOURN 5:56pm Motion by Trustee Addington and Trustee Barker and seconded by Trustee Nero, all ayes.

(next meeting scheduled Sept. 29, 2016)